

**BLAIR TOWNSHIP BOARD OF SUPERVISORS
375 CEDARCREST DRIVE
DUNCANSVILLE, PA 16635**

MINUTES OF THE MONTHLY MEETING OF OCTOBER 11, 2016

Chairman Richard Lasek called the meeting to order at 7:00 p.m. and led the assembly in the salute to the flag.

In attendance were Chairman Lasek and Supervisors Palmer Brown and Edward Silveti, Secretary/Treasurer Betty Robertson, Police Chief Roger White, Building Code and Ordinance Enforcement Officer Donald Ott, Temporary Road Foreman John Reed, Teddie Kreitz, representing Keller Engineers, and Solicitor Chris Jancula.

Due to the Primary Election, the November Monthly Business Meeting will be held on Tuesday, November 15th at 7:00 p.m. Also due to the election, the Blair Township Planning Commission will hold their November Meeting on Monday, November 14th at 7:30 p.m.

An Executive Session was held this evening at 6:30 p.m. to discuss a personnel issue.

The next Public Supervisors Work Session is scheduled for noon on October 25th.

Halloween/Trick or Treat is being celebrated on Thursday, October 27th from 6:00 p.m. until 8:00 p.m.

Chairman Lasek announced: "Public comment is both welcome and invited. Any persons wishing to speak on an agenda item or during the public comment period will be limited to five minutes per person." Attendees were asked to silence their cell phones.

Supervisor Silveti made a motion to approve the minutes of the Monthly Business Meeting of September 13, 2016. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Supervisor Brown made a motion to approve the minutes of the Work Session of October 06, 2016. Supervisor Silveti seconded the motion. The motion passed with a unanimous vote.

Payroll and payroll liabilities for the month of September totaled \$41,839.46. General Fund disbursements for the month of September totaled \$30,162.17. Local Services Tax disbursements totaled \$8,380.49. Supervisor Silveti made a motion to approve total disbursements in the amount of \$80,382.12. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Chairman Lasek made a motion to approve the Treasury Balance for September 2016 as \$1,094,554.91. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Chairman Lasek made a motion to approve the “Specific Service Investment Account Funds” Treasury Balance for September 2016 as \$173,233.96. Supervisor Silvetti seconded the motion. The motion passed with a unanimous vote.

A discussion began regarding the **Pleasant View Phase 6 Subdivision** plan. Solicitor Jancula presented the final Developer’s Agreement, signed by Mr. Holtzinger. He commented on the Work Session of October 6th, noting it was a long, but very productive meeting. The covenant and deed restrictions are referenced in the Developer’s Agreement. The Agreement was previously reviewed and agreed upon, and Solicitor Jancula confirmed there have been no changes to the Agreement since its final review. It is clearly understood that the only parcel with a provision for multi-family housing is Lot 7. The deed covenant would permit the construction of one multi-family structure with no more than four individual units. Mr. Holtzinger commented that the multi-family unit is highly unlikely due to related issues. Supervisor Silvetti stated his appreciation to Mr. Holtzinger for his involvement in the Work Session, noting his own concerns with the proposed development being located in Blair Township’s premier development area. Supervisor Silvetti asked Mr. Holtzinger whether or not he would consider multi-family units on any of the lots, particularly if the multi-family option for Lot 7 were to fall through. Mr. Holtzinger replied with a direct “no”.

Ken James and Tim Shaw, individual home owners in Pleasant View Estates, questioned why the restrictive covenants weren’t identical to earlier phases of Pleasant View. Mr. Holtzinger stated that specific developers were used in previous phases, noting that those developers no longer work in partnership with each other, which has caused him to now consider other options. They clarified the square footage requirement for the condo units as 1,600 Sq. Ft. Mr. Holtzinger once again reiterated that he does not expect that to be constructed. Mr. James expressed his concern with a through-way being constructed from the Pleasant View Phase 6 Development through to Route 36. Mr. Holtzinger stated that originally, in years prior, that possibility did exist, but that the through access has been totally removed from the plan.

Chairman Lasek made a motion to approve the Pleasant View Phase 6 Developers Agreement. Supervisor Silvetti seconded the motion. The motion to **approve the Pleasant View Phase 6 Developers Agreement** passed with a unanimous vote.

Chairman Lasek commented that his biggest fear is that Pleasant View Phase 6 property owners will return in the future to the Township with the expectation of having their common driveway taken over by the Township as a public street. Solicitor Jancula read paragraph 10 from the Shared Driveway Agreement: **“It is understood by the lot owners that this common driveway is not a Blair Township road and shall not be maintained by Township of Blair, now or in the future.”** He assured the Supervisors that the purchasers will be well aware that Township takeover of the common driveway would never be an option.

Chairman Lasek made a motion to approve the Shared Driveway Agreement. Supervisor Brown seconded the motion. The motion to **approve the Pleasant View Phase 6 Shared Driveway Agreement** passed with a unanimous vote.

Chairman Lasek made a motion to approve the Pleasant View Phase 6 Land Development plan. Supervisor Brown seconded the motion. The motion to **approve the Pleasant View Phase 6 Land Development** plan passed with a unanimous vote.

The status of Sunoco's request for **permission to exceed weight restrictions** on **Mill Road** and **Monastery Road** was discussed. Solicitor Jancula stated that his last email correspondence with Mr. Iseley of Sunoco was dated 9/30/16. He will send a follow-up email to inquire as to the status of the agreements. Vicki Wray question the need for road bonding, Supervisor Brown explained that Sunoco intends to use Monastery and Mill Road as haul roads and that the bond would guarantee that the condition of the road would be restored once the hauling is complete. Tim McGaw also questioned the weight limit on the Monastery Bridge, this being a County-owned bridge.

Trina Illig addressed the Supervisors regarding the **FY 2016 CDBG Grant** appropriation of funds. The total for the 2016 Grant is \$86,971.00, with 18% of the grant (\$15,654.00) going to the County of Blair for administration. Following a brief discussion, it was decided that available funds for projects (\$71,317.00) would be allocated to Housing Rehab. Supervisor Silveti confirmed with Ms. Illig that on lot septic system repairs would qualify under Housing Rehab, as long as the recipient is eligible under low to moderate income parameters. Supervisor Brown made a motion to **approve** allocating the **FY 2016 CDBG Grant** funds In the amount of **\$71,317.00** in **Housing Rehab**. Supervisor Silveti seconded the motion. The motion passed with a unanimous vote.

Trina Illig presented a flyer and announced that there is a **Landlord Educational Workshop** being held on November 4th at the Altoona Grand Hotel. She noted the workshop is free and lunch is provided. Registration is at 8:30 and the program ends at 3:30 p.m. Pre-registration is required.

Officer Ott reported that the **CDBG** funded **demolition** project at **2198 Reservoir Road** is underway. The well and septic are terminated. Earthmovers, Inc. is on-site this week and plans to have the project completed within 10-15 days.

Chairman Lasek summarized the proposed **Blair Chalet Development**. Bellock Engineering, on behalf of the owner, Dr. Mohammed Dowlut, prepared a plan to renovate a portion of the interior of the former Blair Chalet building. It was determined at the October Meeting of the Blair Township Planning Commission that the project is not Land Development and requires submission in the form of a Building Permit Application to PMCA, the Township's third party inspection agency. The required submission remains outstanding and there has been no action to date to move forward on the project.

Michael Barton, President of **Blair Roofing/Chimney Rocks Partnership, LLC** submitted a request for release of a Letter of Credit in the amount of \$157,690.50. Ben Piper of Keller Engineers, visited the site and determined that there a number of outstanding items remaining for completion. The report dated 09/29/16 indicates \$59,144.00 may be eligible for release at this time. Teddie Kreitz added that the project was constructed much differently than what had been approved on the original plan. Supervisor Silveti made a motion to **approve** the **release** of **\$59,144.00**, specifying that the Developer's Agreement time line be followed in the completion

of the remaining items. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Solicitor Jancula commented that his file folder regarding **Blair County Assessment Appeals** is growing. He reminded the Supervisors that the Township has the right to be a part of the mediation between the County and the individual. To date, he reported that the appeals are smaller, residential appeals. Solicitor Jancula requested the Supervisors advise him with reference as how to proceed, i.e., if the Board feels that the Township should have representation during the appeal process? The Supervisors agreed that unless the appeal is out of the ordinary or has some type of tax base implication, that it would **not be necessary** for Solicitor Jancula to be present and represent the Township during the **appeal process**.

Supervisor Silveti has prepared **Requests for Proposals for Professional Services**, inclusive of Legal, Engineering and Auditing. The RFPs do not require public advertising. The deadline for submission for consideration is November 4th. Once the RFP responses are received, the Supervisors will review them. Supervisor Brown made a motion to approve forwarding the RFPs to pertinent professional service providers. Supervisor Silveti seconded the motion. Teddie Kreitz offered insight, stating that the Engineering firm could be approved for a three-year period just to represent the CDBG projects, as opposed to having one company cover all aspects of engineering. She used the County of Blair as an example noting that they divide their engineering into different functions, thus using different firms assigning them to specific tasks. The motion to approve **releasing** the **RFPs** passed with a unanimous vote.

Responding to a question, it was clarified that the RFPs will cover the three year service period of 2017, 2018 and 2019, with the option of extending the period though 2020 and 2021.

Supervisor Silveti also clarified with Dick Furmanchik and Trina Illig that CDBG prefers a three-year maximum time frame relating to RFP guidelines. He noted that the RFPs are similar to RFQs as the requested information is very basic, commenting further that responses are requested to be brief with no superfluous material.

Supervisor Silveti then commented that the Township had never established job descriptions or updated personnel policies, noting he is in the process of preparing these for consideration. Solicitor Jancula stated that the **Municipal Services Mutual Aid Agreement** is currently on hold pending evaluation by Attorney Lee Oswald and re-drafting by Attorney Larry Lashinsky.

The Blair Township Highway Department has completed **Phase III** of the **MS-4 Rain Garden project** which includes the construction of the infiltration trench and riparian buffer. It was agreed that the project was well done and that the Highway Department staff did an excellent job. This project will also aid in stabilizing the bank for the sewer line.

Supervisor Brown made a motion to **approve** distribution of the **2016 Firemen's Relief Funds** equally **among the four VFCs** that serve Blair Township. Supervisor Silveti seconded the motion. The 2016 distribution received totals \$29,565.12, divided equally among Duncansville VFC, Freedom VFC, Geeseytown VFC and Phoenix VFC, the amount being contributed to each VFC is **\$7,391.28**. Chairman Lasek commented that the Auditor General's Audit reports have been satisfied and cleaned up. The funds are due to be expended no later than 11/28/2016. The motion passed with a unanimous vote.

State Aid in the amount of **\$56,870.40** was received for Pension Relief Funds. In a commensurate action, Chairman Lasek made a motion to approve the **PMRS** payment in the amount of **\$94,674.00**. Supervisor Brown seconded the motion. The total includes \$55,973.00 for the Police Pension Plan and \$38,701.00 for the Non-uniform plan. The total General Fund obligation is \$37,803.60. The funds are due to be expended no later than 10/29/16. The motion **approving** payment for the **2016 Pension Funds** passed with a unanimous vote.

With regards to the ongoing process of preparing a 2017 Township Budget, standard **Budget** items were reviewed such as employee hourly rate increases in the amount of 3%, (PD as per Collective Bargaining Agreement), employee deduction amounts for hospitalization premiums (5%), employee deduction amounts for Police (5%) and Non-uniform (2%) pension contributions.

Supervisor Silveti brought up other issues for consideration such as initiating a Comprehensive Plan process (\$30,000-40,000), possibly budgeting half in 2017 and half in 2018. He commented that he had previously polled the neighboring municipalities with the hope of doing a multi-municipal comprehensive plan. The Borough of Newry was the only interested municipality. He said that a Comprehensive Plan is necessary in order to institute any zoning ordinance.

Supervisor Silveti mentioned the need for a Township Manager, possibly budgeting this for the mid-to last quarter of 2017. The Township is understaffed in all departments and the need for full time Police, Highway & Office personnel is an issue.

As always, each of the departments has been very cooperative in providing input with reference to their 2017 budget needs. Betty intends to provide a preliminary budget by the November 15th Monthly Meeting.

Blair Township department heads were given written notice to provide their **2017 Budget** requests to the Supervisor in charge of their department or the Secretary on or before October 3rd.

Chairman Lasek called for **Other Business**.

Supervisor Silveti made a motion to advertise for the open position of Road Crew member, full time, permanent at a starting hourly rate of \$12.00. Supervisor Brown seconded the motion. Chairman Lasek noted that is a very good starting salary, especially considering the Township's excellent benefit package. The motion to advertise passed with a unanimous vote.

Chairman Lasek called for anyone not on the agenda that wished to speak.

There being no further business, Supervisor Brown made a motion to adjourn. Supervisor Silveti seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 8:20 p.m.

Respectfully Submitted by:

Betty Robertson

Secretary/Treasurer